

4.4 PREPARE FOR INTERVIEWS

What to Know

- A successful interview begins with homework and preparation.
- Your responsibility is to know as much about yourself and the company before you walk into the interview.
- Research the company as much as you can before your interview. Some ways that you can get information about the company include the Internet, asking family and friends who are familiar with the company, asking someone who works there, and researching trade publications.
- Planning and preparation makes you confident and will help you perform in the interview.
- Practice, practice, practice your answers to common interview questions.
- Some questions that you may be asked include:

Why did you leave the military?

What are your strengths as an employee?

Why did you leave your last job?

Where do you see yourself in 5 years?

What are you looking for in a job?

Why are you interested in our company?

What to Do

Your chances of getting the job are zero if you don't know what you want. You must also know a few things about the company before the interview. Use the guidelines on the following page to prepare for the interview.

A successful job interview requires preparation. Practice, practice, practice!

GUIDELINES FOR INTERVIEWS

Be Prepared

- Anticipate possible questions and practice answers to each of them.
- Research the company before the interview.
- Prepare questions to ask in the interview.
- Do a dry run going to the interview location before the day of your interview.
- Get a good night's sleep before the interview. Review your research.
- Get up in time to shower and dress carefully.
- Know the name(s) of the interviewer(s) and how to pronounce them correctly.
- Leave for the interview with plenty of time to spare. Make sure you know how to get there, where to park, and how much time to allow for traffic.

Look Good

- Go to the interview neat and clean.
- Dress conservatively and comfortably.
- Avoid heavy makeup and trendy or flashy clothes or jewelry.

Be Punctual

- Arrive 15 minutes ahead of schedule.

Be Aware of Body Language

- Turn off electronic devices (cell phone, pager, etc.).
- Offer a firm handshake.
- Stand or sit erect but comfortably.
- Sit down only after offered a chair.
- Lean forward in your chair and relax.
- Don't fidget.
- Use eye contact, but don't stare.

Carry A Portfolio

- Show the interviewer that you planned ahead.
- Bring all necessary information:
 - pad and pen
 - a calendar
 - the completed Master Application Worksheet
 - several copies of your resume
 - a copy of the application form
 - letters of recommendation
 - samples of work (if appropriate)
 - your notes on the company
 - your questions to ask the interviewer
 - any correspondence from the company
 - reference list/letters of reference

Be Enthusiastic

- Have a positive attitude in the interview.
- Be friendly, but not casual.
- Be professional and courteous to everyone.
- Don't be negative about anything!
- Sell yourself – the difference between bragging and self-confidence is enthusiasm.
- Use eye contact and voice expression to your benefit.

Say Thank You

- At the end of the interview, thank the interviewer for the time.
- Follow-up with a brief thank you note that:
 - reviews points brought up in the interview, and
 - adds ideas you forgot to mention.

Smile

- Do not grin, but smile as you would in any conversation.